

Characteristics of an Effective Meeting

Check those statements that apply to meetings you normally conduct or attend:

- ☐ 1. An agenda is prepared prior to the meeting.
- ☐ 2. Meeting participants have an opportunity to contribute to the agenda.
- ☐ 3. Advance notice of meeting time and place is provided to those invited.
- ☐ 4. Meeting facilities are comfortable and adequate for the number of participants
- ☐ 5. The meeting begins on time.
- ☐ 6. The meeting has scheduled ending time.
- ☐ 7. The use of time is monitored throughout the meeting.
- ☐ 8. Everyone has an opportunity to present his or her point of view.
- ☐ 9. Participants listen attentively to each other.
- ☐ 10. There are periodic summaries as the meeting progresses.
- ☐ 11. No one tends to dominate the discussion.
- ☐ 12. Everyone has a voice in decisions made at the meeting.
- ☐ 13. The meeting typically ends with a summary of accomplishments
- ☐ 14. The meeting is periodically evaluated by participants
- ☐ 15. People can be depended upon to carry out any action agreed to during the meeting
- ☐ 16. A memorandum of discussion or minutes of the meeting is provided to each participant following the meeting.
- ☐ 17. The meeting leader follows up with participants on action agreed to during the meeting.
- ☐ 18. The appropriate and necessary people can be counted on to attend each meeting.
- ☐ 19. The decision process used is appropriate for the size of the group.
- ☐ 20. When used, audiovisual equipment is in good working condition and does not detract from the meeting.

Number of Statements Checked _____x5=_____ Meeting Score

A score of 80 or more indicates you attend a high percentage of quality meetings.

A score below 60 suggests work is required to improve the quality of meetings you attend.

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